

JOB-SPECIFIC CHEMICAL HYGIENE TRAINING CHECKLIST

NAME OF EMPLOYEE	CODE	EMPLOYMENT DATE
NAME OF SUPERVISOR	OCCUPATION OF EMPLOYEE	

TO BE COMPLETED BY CHO	AS PART OF JOB-SPECIFIC CHEMICAL HYGIENE TRAINING THE CHEMICAL HYGIENE OFFICER (CHO) WILL:	
		Notify the Safety Branch (767-2232, Training Manager) to update training roster and schedule applicable training for employee.
		Notify employee of location of Material Safety Data Sheets (MSDS') and other reference material (including Standard Operating Procedures (SOPs), and Authorized Use Lists).
		Notify employee of location, contents, and availability of Chemical Hygiene Plan. Provide copies of all forms/checklists.
		Provide employee with emergency procedures training. Complete form in Section 7.6 of the employee's Chemical Hygiene Plan.

TO BE COMPLETED BY EMPLOYEE	AS PART OF THE JOB-SPECIFIC CHEMICAL HYGIENE TRAINING, OBTAIN AND REVIEW AT LEAST 3-5 MSDS' OF THE MOST FREQUENTLY USED OR MOST HAZARDOUS CHEMICALS IN THE WORKPLACE. IDENTIFY THE ITEMS LISTED BELOW:	
	Health and physical hazards of chemical	LIST MSDS' REVIEWED:
	Required work practices and engineering controls	_____
	Necessary personal protective equipment	_____
	First-aid measures	_____

	CHO SIGNATURE	DATE
	EMPLOYEE SIGNATURE	DATE

REMARK	
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